



To advance building information management  
and education of project teams  
to improve facility performance

**The Construction Specifications Institute**

Indianapolis Chapter CSI ♦ Box 20802, Indianapolis, IN 46220 ♦ [www.csiindy.org](http://www.csiindy.org) ♦ Established 1961

September, 8, 2011

**Indianapolis Chapter CSI Board Meeting**  
**Drewry Simmons, 736 Hanover Place, St. 200, Carmel, In.**

**Attendance:** Pete Kerfoot, Edmund Brown, Cheri Longerbone, Mark Smith, Scott Bays David Young, Ariel Su,  
Andy McIntyre, Kent Hughes, Blake Wagner, Chris Drewry

**Excused:** Andy Meiring, Jamie Spice

**Indianapolis Chapter Board Meeting called to order 6:38pm**

- 1) **Review Meeting Minutes of previous Meeting:** Longerbone
  - a) The Board approved the minutes. **(Hughes/McIntyre)** Motion Passed.
- 2) **Treasurer's Report:** Drewry
  - a) Review bills and budget. Submit for audit.
- 3) **Presidents Report:** Kerfoot
 

Construct 2011 is next week. Board members are encouraged to attend.
- 4) **Committee Reports:**
  - a) **Growth:** Hughes
    - i) Academic Affairs/Student Affiliate
      - (1) Details are being finalized for the upcoming CSI Trade Show Student Competition.
      - (2) There will be a *Student Scavenger* hunt at the Construct Event.
    - ii). Membership Retention and Membership Outreach Young
      - (1) There is now an updated list of Chapter member status. The emailed form letter generated for new members and dropped members has had a favorable response..
      - (2) There is a communication effort to all Chapter members regarding website and email promotion of monthly Chapter meetings.
      - (3) The next meeting is September 27<sup>th</sup>.
      - (4) Badge samples from Bardach Awards were presented for Board review with more to follow for final approval.
    - iii) Technical: Longerbone
      - (1) No Report
  - b) **Events:** McIntyre
    - i) Programs:
 

Pecha Kucha was well received by the Chapter. There will more discussion by committee to make it an annual event.

      - (1) September 22<sup>nd</sup> is program on Part II Bid Day Happenings
        - (a) Randy Reifsnider, AIA, CSI, CCS, LEED AP, SCIP, Member of the Louisville CSI Chapter and Past Region President will be Moderator.
      - (2) October 2011 is the Tradeshow
      - (3) November 2011 will be an Educational Seminar Program and Tour concerning Fire Suppression..
      - (4) December 2011 is the Holiday Party
      - (5) February 2012 program will be presented by, Greg Graham of Ball State University on The Master Planning of Ball State University.
    - ii) Education: Brown
      - (1) Constant Contact has been successful in tracking CEU's for Chapter attendees following their participation in Chapter programs and seminars.
      - (2) Trade show seminar speaker biography has been received and is published on the chapter web site
      - (3) Discussed CSI Chapter sponsored ARE study sessions as a way to serve graduate architects and encourage participation and future Chapter membership. Joint effort with AIA Chapter and Young Architects Forum was also suggested for future events.
    - iii) Golf Outing: Meiring
      - (1) No report
    - iv) Trade Show: Hughes
      - (1) No report



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- v) Special Events: **Smith**
  - (1) Future Event for 2012. Discussion.
  - (2) Louisville Chapter is inviting Indianapolis Chapter to attend the Friday Nov. 11<sup>th</sup>, Day of the Races event.
  
- c) **Administration:**
  - i) Advertising: **Spice**
    - (1) Evaluation of website and advertising via sponsorship was discussed.
    - (2) A new chair titled Sponsorship to replace advertising was discussed.
  
  - ii) Awards: **Su**
    - (1) Pete Kerfoot will be receiving an award at the upcoming Construct Event
    - (2) Robin Leising, Awards Chair, will be commended at next chapter meeting
  
  - iii) Certification: **Spice**
    - (1) No report
  
  - iv) Communications: **Wagner**
    - (1.) The Newsletter utilizing Constant Contact will be launched Sept. 9<sup>th</sup>.
  
  - v) Education Foundation: **Wagner**
    - (1) Baskets are being prepared for upcoming raffle.
    - (2) Scholarship Application is almost confirmed and anticipated in December or January
    - (3) Meeting will be held in two weeks.
  
  - vi) Table Tops: **Drewry**
    - (1) No report
  
- 5) **Old Business:**
  - a) A channel of communication between Committee Chairs and Board of Directors. Discussion.
  - b) September Education Committee meeting will be first meeting utilizing Super Committee approach.
  
- 6) **Tabled / In-Progress Business:**
  - a) Chapter Bylaws/Policy- In process **Smith**
    - i) No Report
  
- 7) **New Business:**
  - a) Member reimbursement and cap at \$250.00 discussed for GLR Conference.
    - i) Tabled for further discussion
  
- 8) **Next Meeting: October 13th, 2011 at Drewry Simmons, 736 Hanover Place, St. 200, Carmel, In.**

**Indianapolis Chapter Board Meeting was adjourned at 8:18PM.**

**Attachments:** Board Meeting Agenda Sept. 2011  
Treasurer's Report Sept. 2011

**Respectfully Submitted, Cheri Longerbone, Secretary, Indianapolis Chapter CSI**